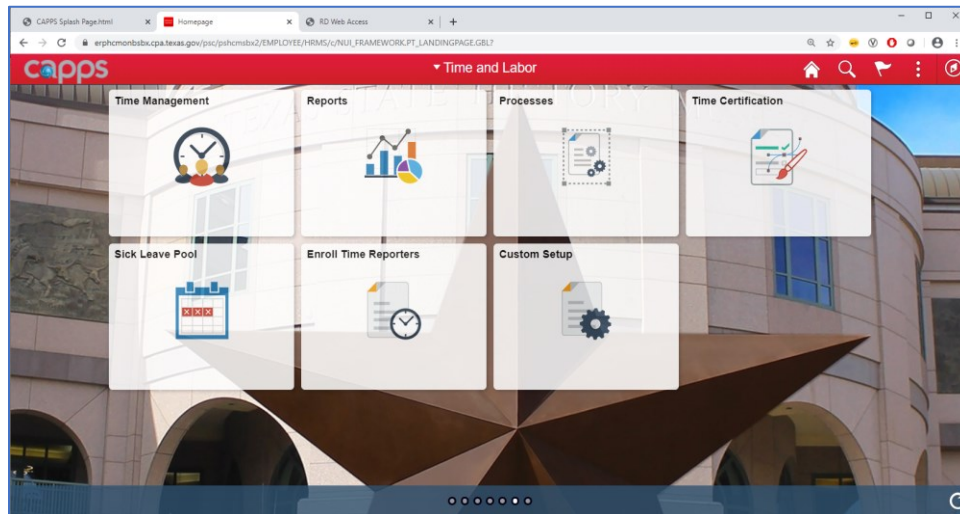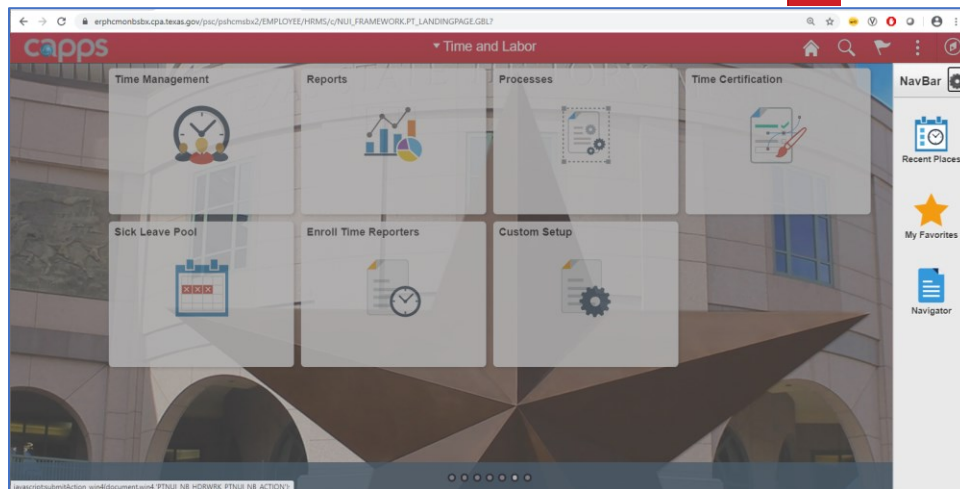# Agency Super Users or Time Administrators Access to the Time Needs Approval Status Report
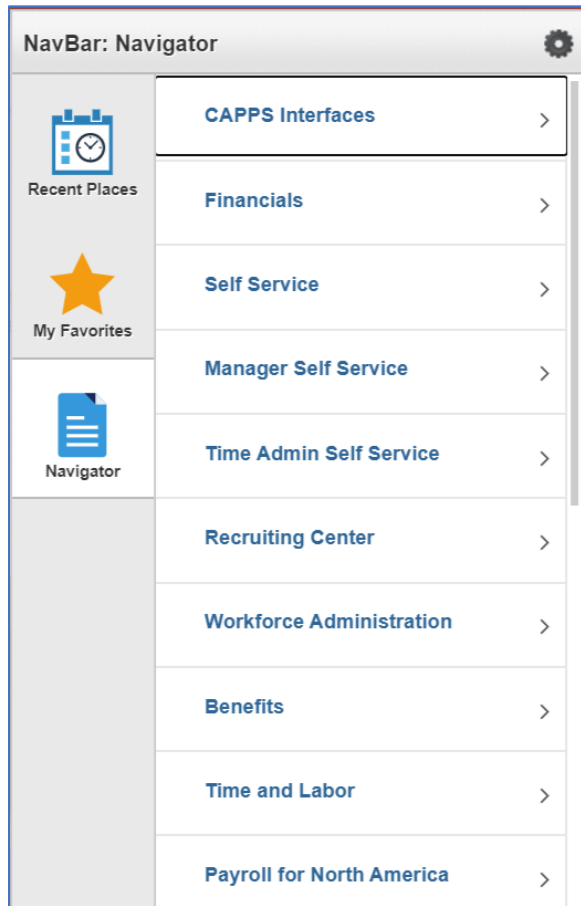
Using the CAPPS NavBar allows users to access the **Time Needs Approval Status Report**.
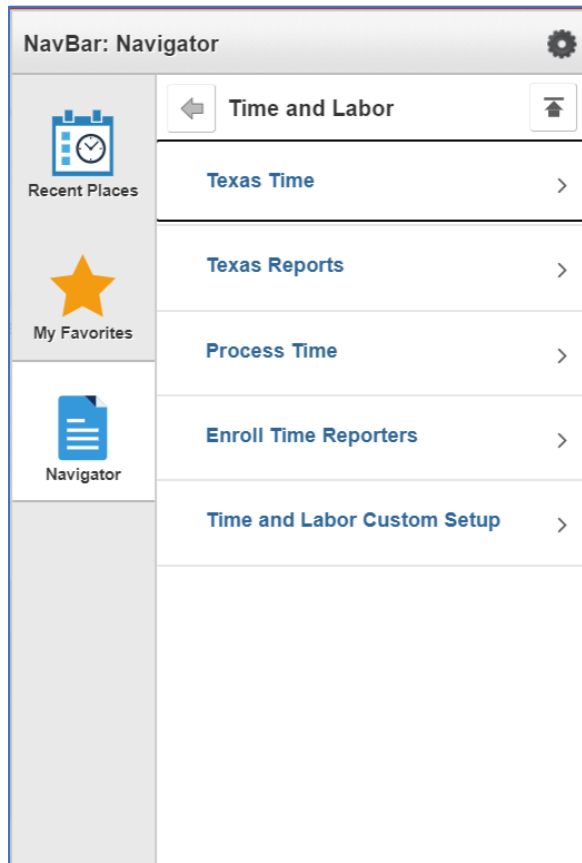

Select the NavBar Icon in the upper right-hand corner.

The Gray NavBar **menu** displays on the right-hand side of the page.
Click the blue Navigator Icon to display menu items.

NavBar: Navigator	⚙
Recent Places	CAPPS Interfaces 〉
	Financials 〉
My Favorites	Self Service 〉
	Manager Self Service 〉
Navigator	Time Admin Self Service 〉
	Recruiting Center 〉
	Workforce Administration 〉
	Benefits 〉
	Time and Labor 〉
	Payroll for North America 〉

Select Time and Labor **from** the drop-down menu.

Select Texas Reports from the drop-down menu.
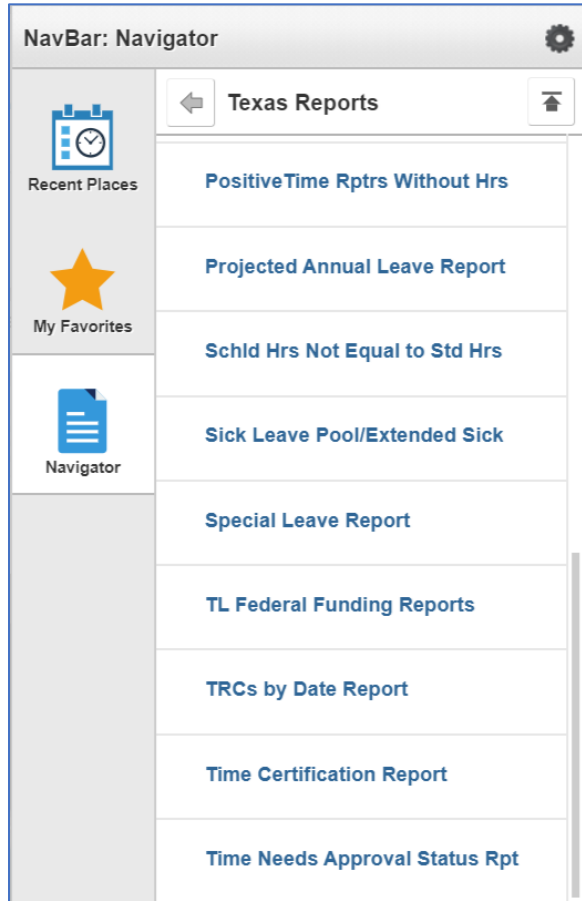
Scroll to the bottom and select the **Time Needs Approval Status Rpt** to open the Run Control page.